

# **GUAM PUBLIC LIBRARY SYSTEM**

## **FUNCTIONAL ORGANIZATIONAL CHART**

### **DIRECTOR'S OFFICE**

1. To maintain and effectively manage the public library's collections.
2. To ensure an effective management regulation and control the developments determined to be public interest for its continued socioeconomic welfare.
3. To operate with positive and dynamic philosophy of management vital to the effective and efficient operation of the Department.
4. To plan and establish new library services.
5. To automate library processes.

### **ADMINISTRATIVE SUPPORT UNIT**

1. To carry out policies established by the Guam Public Library System Board.
2. To provide technical guidance and assist the program administrators in the fulfillment of the commitment in their respective programs, such as planning, developing and implementing regulations.
3. To provide accountability of Funds, Control of Financial Budget and Expenditures. Prepare all financial reports, status and obligations.
4. To submit annual Departmental Budget.
5. To oversee Personnel, Payroll, Training, and Safety Management.

Cristina N. M. Watson  
Acting Director

February 17, 2006

### **SITE SERVICES/PROJECTS/ ACTIVITIES SUPPORT**

1. To function as an information center to assist patrons with research needs.
2. To provide instruction in library skills as needed.
3. To provide for recreational reading for children and adults.
4. To implement and maintain existing library services and programs for the community.
5. To provide outreach services to the community.

### **COLLECTION DEVELOPMENT & MANAGEMENT SUPPORT**

1. To select and acquire all print and non-print materials.
2. To catalog all acquired materials using shelf-listing and on-line data.
3. To deselect any materials that are no longer usable.

### **NETWORK AND INFORMATION SERVICES SYSTEMS SUPPORT**

1. To maintain the local area networks (LANS) in Hagatna, Dededo, and the Agat libraries.
2. To use the library management systems software "Horizon Sunrise System" developed by Epixtech with the following models: Cataloging, Circulation, Serials, Reference, Acquisitions, PAC (Public Access Catalog).
3. To automate library processes.
4. Installs and configures new computer hardware and software.

# OFFICE OF THE DIRECTOR

Cristina N. M. Watson  
1000 Director  
Territorial Librarian;  
Executive Secretary, GPLS Board;  
Certifying Officer

Cristina N. M. Watson

February 17, 2006

## ADMINISTRATIVE SUPPORT UNIT

Jacqueline T. Florig  
1042 Administrative Assistant

Sandra M. Stanley  
1008 Administrative Officer

PROPOSED  
1005 Bookmobile Driver

## BUILDING CUSTODIANS

Bertha M. Guerrero  
1035 Secretary Typist I

June Aflague  
1026 Clerk Typist III in lieu of  
Library Technician I

Emily C. Salas  
1021 Administrative Aide

Gregorio G. Borja  
1006 Building Custodian

Richard L. G. Taitague  
1024 Building Custodian

Victor C. Palomo  
1027 Building Custodian

Joaquin C. Lujan  
1037 Building Custodian

PROPOSED  
1020 Building Custodian

PROPOSED  
1023 Building Custodian

PROPOSED  
1029 Building Custodian

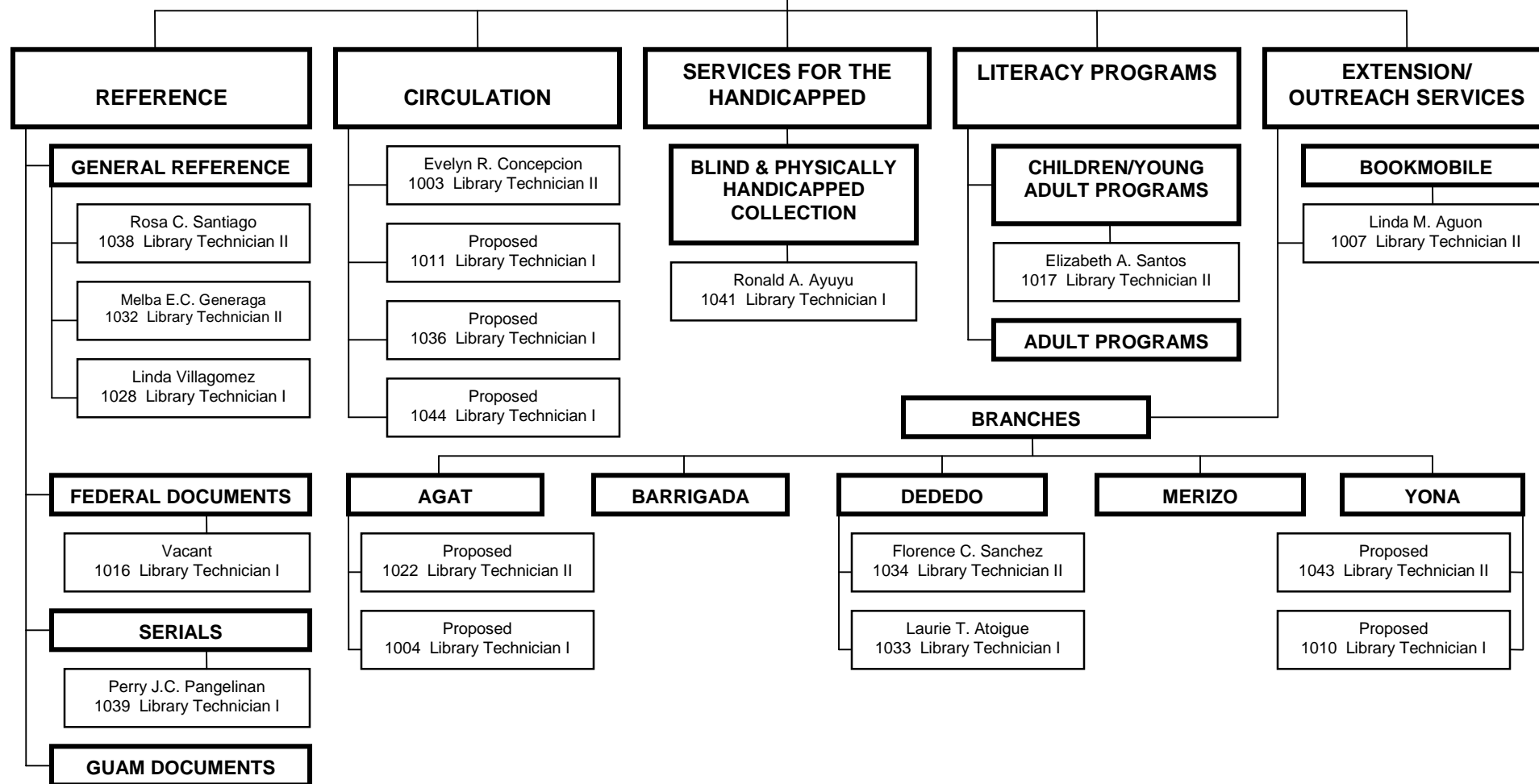
# SITE SERVICES/PROJECTS/ACTIVITIES SUPPORT

Cristina N. M. Watson  
1000 Director  
Territorial Librarian; Executive Secretary,  
GPLS Board: Certifying Officer

Cristina N. M. Watson

February 17, 2006

Teresita L.G. Kennimer  
1013 Library Technician Supervisor



# COLLECTION DEVELOPMENT & MANAGEMENT SUPPORT

Cristina N. M. Watson  
1000 Director  
Territorial Librarian;  
Executive Secretary, GPLS Board;  
Certifying Officer

Cristina N. M. Watson

February 17, 2006

## COLLECTION MANAGEMENT

### ACQUISITIONS

### CATALOGING

### TECHNICAL PROCESSING

Proposed  
1053 Library Technician II

Proposed  
1054 Library Technician I

*NOTE: Processing is performed by three Library Technicians on a rotational basis.  
Acquisitions and Cataloging are done by the Director and Library Technician Supervisor.*

# NETWORK & INFORMATION SERVICES SYSTEMS SUPPORT

Cristina N. M. Watson  
1000 Director  
Territorial Librarian;  
Executive Secretary, GPLS Board;  
Certifying Officer

---

Cristina N. M. Watson

February 17, 2006

Henry D. T. Dela Cruz  
1002 Computer Systems Analyst II

PROPOSED  
1012 Computer Systems Analyst I